

STAFF SERVICES SPECIALIST (DATA PROCESSING)

DEFINITION:

Under direction, to develop, maintain, and analyze data and information used to track the operations of departmental programs; to analyze and make recommendations regarding the development and enhancement of computer applications used to maintain management information systems; to develop information regarding computer equipment and software needs; to analyze and correct software problems; to assist with computer operations; and to do related work as required.

DISTINGUISHING CHARACTERISTICS:

This is a specialist classification requiring incumbents to develop and maintain management information systems. Incumbent are expected to work on a very independent basis, with comprehensive knowledge of data processing systems and software requirements.

EXAMPLES OF DUTIES:

- Develops and enhances management information systems
- Updates, corrects, and improves computer software applications
- Analyzes and makes recommendations regarding computer equipment needs
- Processes and review statistical information regarding program operations
- Reviews and makes recommendations regarding accurate input of data into the computer system
- Develops procedures manuals for operation of the data processing system to develop a variety of reports and information
- Works with other staff and program operators to resolve discrepancies and insure the accuracy of information

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EXAPLES OF DUTIES (Continued)

- **Develops management information system manuals and procedures**
- **Develops and conducts management information workshops**
- **Creates, designs, and revises forms for gathering and processing information**
- **Insures that management information reporting is in compliance with State and Federal reporting requirements**
- **Prepares a variety of reports**
- **Coordinates management information functions with other program and functions**

DESIRABLE QUALIFICATIONS

Knowledge of:

- **Personal computer system operations and equipment capabilities**
- **Data processing systems software and programming languages**
- **Management information methods and procedures**
- **Communication and interface between computers**
- **Data base management, word processing, spread sheet and accounting programs**
- **Personal computer communication and interface**
- **DOS and UNIX highly desirable**

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DESIREABLE QUALIFICATIONS (Continued)

And

Ability to:

- **Develop and enhance management information methods and systems**
- **Analyzes and makes recommendations regarding computer equipment and software needs**
- **Insure the accuracy of data input regarding the program operations**
- **Gather and analyze a variety of data and information**
- **Develop and prepare a variety of reports**
- **Develop and conduct management information workshops**
- **Develop and conduct workshops to instruct staff in basic use of computers, terminals and specific software applications**
- **Effectively represent management information system needs to others**
- **Establish and maintain cooperative working relationships**

And

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

Advanced educational training and experience equivalent to two years related to working with computer equipment, computer software, and management information systems.